

02            **DEPARTMENT OF PROFESSIONAL AND FINANCIAL  
REGULATION**

041          **OFFICE OF LICENSING AND REGISTRATION**

**CHAPTER 13 - UNIFORM RULE FOR THE SUBSTANTIATION OF  
CONTINUING EDUCATION REQUIREMENTS**

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Summary:    This chapter establishes the substantiation of continuing education requirements for professional and occupational licenses and registrations issued by the Office of Licensing and Registration.

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- Section 1. Applicability

This chapter applies to all boards and regulatory functions within the Office of Licensing and Registration that require licensees to complete continuing education as a prerequisite to license renewal. This Chapter does not affect a board's authority to require or approve continuing education activities or to establish the number and nature of continuing education hours required for renewal.

Section 2. Certification of continuing education for renewal

At the time of application for renewal, each licensee must certify, on a form provided by the Office of Licensing and Registration, the number of continuing education hours completed during the preceding license term or during the continuing education period established in statute or by board rule. No additional information or continuing education documentation is required to be submitted at the time of renewal. However, the licensee must retain documentation of all continuing education activities as described in section 4 of this chapter.

Section 3. Verification of compliance by audit

Applicants for license renewal will be selected by the licensing board on a random basis for audit of continuing education compliance. In addition, an individual licensee may be selected for an audit as part of an investigation or if there is reasonable cause to believe the licensee has provided a false certification concerning the completion of continuing education requirements. An audit may review the last two continuing education certifications submitted by the licensee.

Licensees selected for audit will be notified to submit documentation of the continuing education activities that were certified by the licensee at the time of renewal. Continuing education hours that cannot be documented in accordance with the documentation requirements determined by the licensing board or that do not satisfy the criteria for continuing education contained in statute or board rule will be disallowed.

#### Section 4. Retention of Documentation

The licensee shall retain documentation of continuing education activities included in the most recent two continuing education certifications submitted by the licensee, including the current renewal period.

STATUTORY AUTHORITY: 10 MRSA § 8003(2-A)(E)

EFFECTIVE DATE: August 19, 2003